

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 101

SUBJECT: Comparative Evaluation of GS-07 and Below
Secretaries, Clerk-Stenographers, Clerk
Typists, and Clerical Personnel

The following evaluation procedure for GS-07 and below secretaries, clerk-stenographers, clerk typists, and clerical personnel is adopted for ORD by this general notice which supersedes General Notice No. 81. As shown, the guidelines follow those prescribed for employee evaluation by the DD/S&T. Senior secretaries in grades GS-08 and above will be evaluated separately on forms and in accord with guidelines prescribed by the DD/S&T Senior Secretarial Career Service Panel.

Rating Sheets designed to aid in the evaluation are included in Attachments A, B, C, and D.

RANKING:

Comparative evaluation rankings will be based specifically on performance, potential, and value to the functioning of the particular Career Service or Career Sub-Group involved. The comparative evaluation of employees will be considered in determining appropriate work assignments and career actions such as promotion, training, rotational assignments, counseling, and, if required, adverse actions such as downgrading and separation.

Evaluation systems serve multiple purposes which cannot be accomplished by competitive ranking alone but in which such rankings play an important role. Thus, the determination of employees to be promoted stems from consideration of comparative ranking, performance, the response made to letters of instruction, and the demonstration of capabilities to handle responsibilities to be undertaken.

The Agency has affirmed its adherence to a merit system for personnel actions; therefore, the underlying principle for comparative evaluation must be the relative merit or value of an employee on the basis of performance and manifestation of potential.

HIGHEST POTENTIAL (HP)

Employees whose experience, qualifications and excellent performance in assignments and training indicate that they have the highest potential for advancement. Career actions should utilize and further develop this potential.

MAY DEVELOP HIGH POTENTIAL (MD)

Employees whose qualifications and performance clearly are above average and who give indication that they later may demonstrate high potential for greater responsibility. Career actions (assignment, training, experience on the job) should enhance their skills and develop this potential.

VALUABLE CONTRIBUTION (VC)

Employees whose performance is good and who generally are realizing their potential. This category will include some employees who may be capable of performing at a higher level of responsibility and some who may not. Among those who may not are employees who are making a vital contribution to the functioning of their office (above average or satisfactory performance) and would continue to do so either in their present or a rotational assignment. Career management for employees in this grouping should provide sufficient opportunities for work satisfaction, improvement of skills, and personal growth at current levels of responsibility so that those who may have future potential have an opportunity to demonstrate it.

LIMITED POTENTIAL (LP)

Employees whose overall performance is adequate but who have some characteristic affecting knowledge or performance such that their potential is judged to be limited. Their career planning and counseling should consider whether there are measures which reasonably can be taken to assist them in overcoming such deficiencies, whether their talents can be utilized better in some other function or office, or whether they should be encouraged to seek career opportunities elsewhere.

SUBSTANDARD (SS)

Employees whose performance and potential are substandard in comparison with others of the same grade and occupational category. Requisite administrative actions may include, dependent on the procedures of the Career Service, notification, counseling, training and/or reassignment. Employees in this grouping are subject to downgrading or separation under the procedures specified by Agency regulations and the Career Service. In a surplus situation, employees so evaluated would have low priority for retention.

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Director
of
Research and Development

Attachments: (4)

1. Clerical Rating Sheet for Secretary Steno (GS-07 and above)
2. Clerical Rating Sheet for Secretary Steno (GS-04 - GS-06)
3. Clerical Rating Sheet for Clerk Typist (GS-04 - GS-05 and GS-06)
4. Clerical Evaluation Instructions and Forms for Secretaries - GS-08 and above